

# **STATE OF WISCONSIN**

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## **Office of the Secretary of State**

### **2001-2003 Biennial Report**



**DOUGLAS LA FOLLETTE**



**SECRETARY OF STATE  
WISCONSIN**

**October 15, 2003**

**The Honorable James Doyle  
Governor/State of Wisconsin**

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**The Honorable James Doyle  
Governor/State of Wisconsin  
115 East – State Capitol  
Madison, Wisconsin 53702**

**The Honorable Members  
Wisconsin State Legislature  
State Capitol  
Madison, Wisconsin 53702**

**Dear Governor Doyle and Legislators:**

As required by Wisconsin Statute 15.04 (1)(d), I am submitting to you the 2001-2003 Biennial Report of the Office of the Secretary of State.

This report presents an overview of the functions of the Agency, the operations and performance of the Agency during the past biennium, and projected goals of the Agency during the 2003-05 biennium.

Reflected here are the duties performed by the Agency's dedicated, service-oriented staff, as well as the steady growth in volume of work handled. In spite of these increases, the people of Wisconsin consistently praise this Agency for its efficiency, user friendliness, and professionalism – of which we are all quite proud!

It is our intention to continue in this tradition as responsively and thoroughly as possible. If you have any questions regarding any part of this report or need assistance in any way, please do not hesitate to call my office.

Sincerely,

A handwritten signature in black ink that reads "Doug La Follette". The signature is written in a cursive style with a large, stylized "D" and "L".

**Doug La Follette  
Secretary of State**

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## **OVERVIEW OF THE OFFICE OF THE SECRETARY OF STATE PROGRAM RESPONSIBILITIES**

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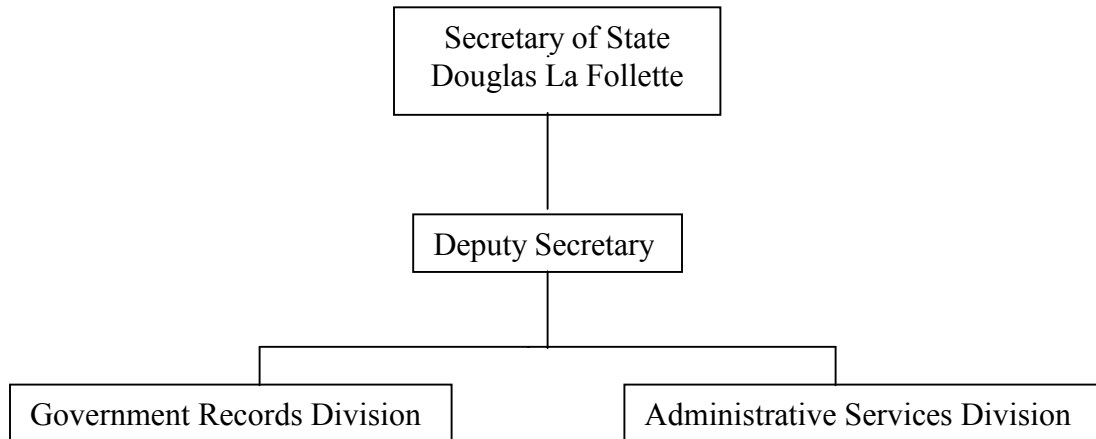
Wisconsin's Constitution requires the Secretary of State to maintain the official acts of the Legislature and Governor, and to keep the Great Seal of the State of Wisconsin and affix it to all official acts of the Governor. Since 1969, when the Legislature established that the Secretary of State would head an office, it assigned the Office a wide range of responsibilities, which have changed over the years.

Currently the Secretary of State is responsible for overseeing the Government Records Division and an Administrative Services Division. Legal assistance is provided by the Attorney General's office, with IT support provided by the Small Agency Support Initiative within DOA's Division of Enterprise Technology.

The Government Records Division administers program responsibilities set forth in approximately 100 sections of the Wisconsin Statutes, including issuing notary public commissions; issuing notary authentications and apostilles; recording annexations and charter ordinances of municipalities; registering trade names and trademarks; publishing legislative acts; recording official acts of the Legislature and the Governor; and filing oaths of office and deeds for state lands and buildings. All of these services are critical to many in Wisconsin's business, legal, and real estate communities, as well as to other members of the public – both in and outside of the state of Wisconsin.

The Administrative Services Division responsibilities include accounting for all receipts and disbursements of the Agency, managing agency printing and procurement programs, and maintenance of the office-wide inventory system. In addition to certain personnel and budget duties, this Division administers the Agency's payroll operations, the fringe benefit programs, and all other agency business services.

## OFFICE OF THE SECRETARY OF STATE FUNCTIONAL ORGANIZATION CHART



### OFFICE OF THE SECRETARY OF STATE – Program Summary

**An elected Secretary of State heads the office of the Secretary of State. The primary responsibilities of the office include those set forth by Statute, including the issuance of notary public commissions; issuing notary authentications and apostilles; recording annexations and charter ordinances of municipalities; registering trade names and trademarks; publishing legislative acts; recording official acts of the Legislature and the Governor; and filing oaths of office and deeds for state lands and buildings.**

## **REVIEW OF AGENCY OPERATIONS AND WORKLOAD IN THE 2001-2003 BIENNIUM**

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With growing demand in all program areas, the Office of the Secretary of State has continued to maintain the service level expected by the people we serve. While managing a growing workload, and without adding staff, the Office has continued to respond to incoming phone calls with a live human voice. Our customers tell us regularly how much they appreciate the personal touch and professional response they receive when they call.

The increasing volume of notary public, trademark and authentication applications has resulted in a growth in Office revenues overall. With the additional revenue generated, the Office has been able to offset the increased cost of salaries, fringe benefits, printing, and postage -- ultimately providing for additional program revenue to lapse to the general fund.

The entire staff effectively utilizes technology to accomplish their job duties and provide service to a growing user base. The computerized Notary Public program continues to work effectively and is very reliable in meeting the needs of both the Office and the public. The computerized Trademark/names program is now fully implemented. Both systems were strengthened and stabilized by migration to a Structured Query Language server database. This is in addition to the data program affiliated with the record preservation project and the expansion of applications and information available via the state portal.

The record preservation project, which was included in the 1999-01 biennial budget and to be implemented over several bienniums, is progressing quite well. Municipal records on file and dating from before statehood have been processed for preservation purposes. The next phase, the preservation of deeds for state lands is now underway.



## **PROJECTED GOALS AND CHANGES FOR THE 2003-2005 BIENNIUM**

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Effectively managing increases in workload volume in areas administered by the Office, and building capacity through technology will be ongoing challenges. The Office will strive to meet these goals with current staffing levels by continued cross-training of all employees and by working closely with DOA/DET to maximize efficiency of computer programs and systems.

In addition, the Office will make every effort to continue to provide the prompt, courteous and professional response our users have come to expect in person, on the phone, by mail or electronically.

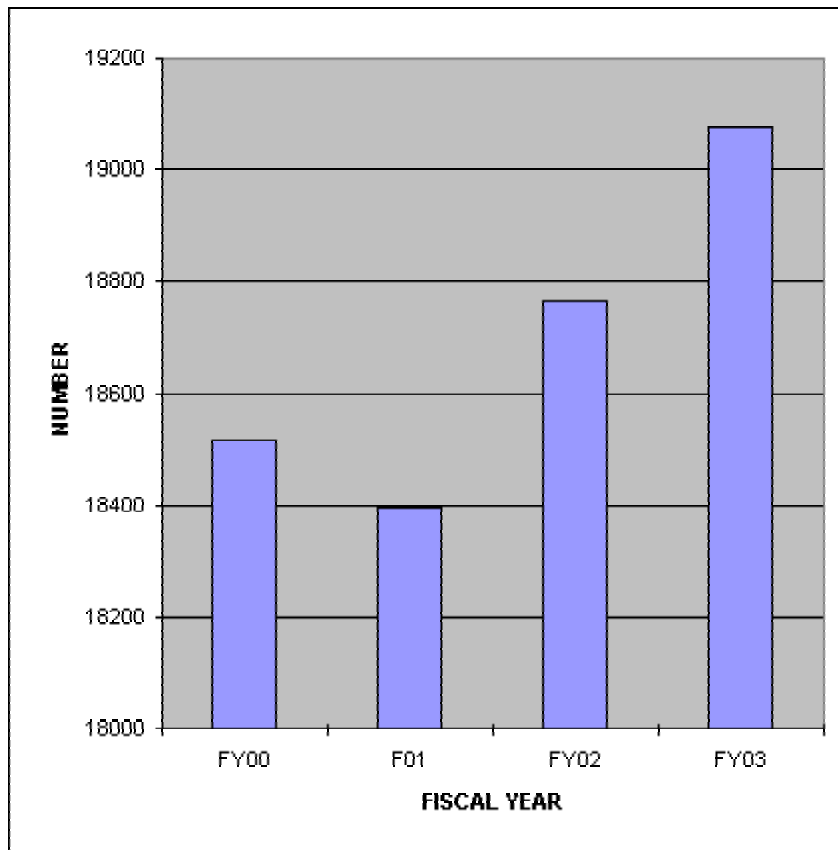
Currently all forms and applications available from the Office of Secretary of State are available to be downloaded via the Internet. These forms and applications will require updating and upgrading on the Website to promote ongoing ease of use for customers.

Finally, the record preservation project, which focuses on preserving records relating to state lands, including forests, parks and wildlife areas will be an important focus in the coming biennium.

**TABLE 1**

**NOTARIES COMMISSIONED BY MONTH/YEAR**

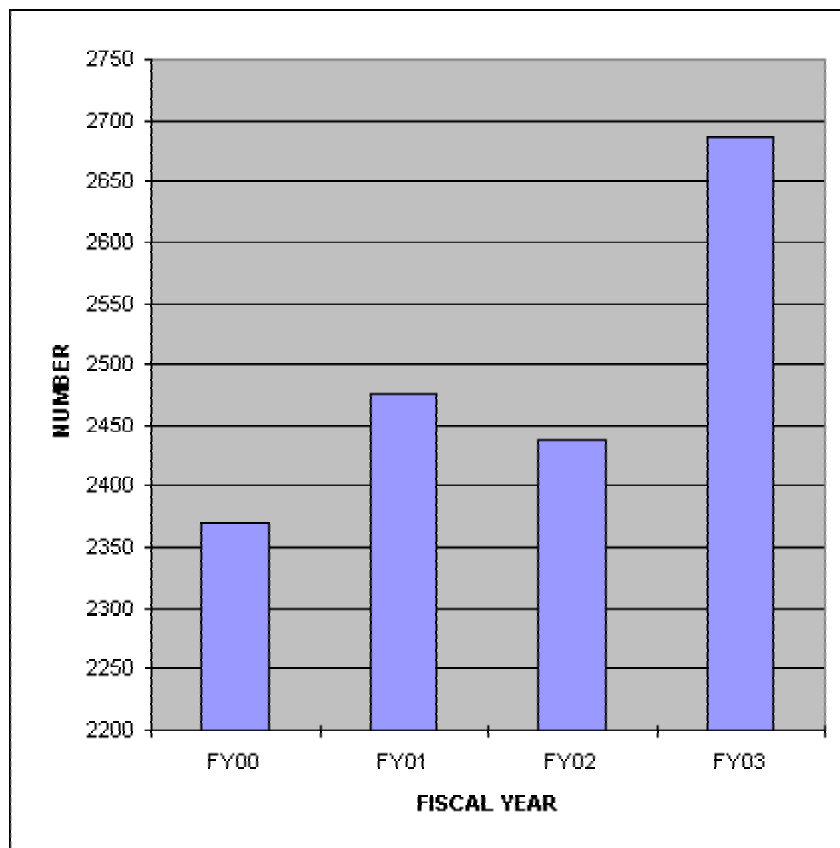
	<b><u>FY00</u></b>	<b><u>FY01</u></b>	<b><u>FY02</u></b>	<b><u>FY03</u></b>
JULY	1398	1396	1446	1726
AUGUST	1397	1842	1786	1509
SEPTEMBER	1830	1398	1380	1447
OCTOBER	1483	1496	1756	1925
NOVEMBER	1431	1635	1423	1459
DECEMBER	1425	1096	1198	1142
JANUARY	1227	1552	1587	1538
FEBRUARY	1527	1530	1612	1546
MARCH	1978	1627	1561	1693
APRIL	1608	1556	1622	2010
MAY	1729	1749	1833	1573
JUNE	1482	1520	1562	1509
<b><u>TOTAL</u></b>	<b><u>18515</u></b>	<b><u>18397</u></b>	<b><u>18766</u></b>	<b><u>19077</u></b>



**TABLE 2**

**TRADE NAMES/TRADEMARKS REGISTERED**  
**BY MONTH/YEAR**

	<b><u>FY00</u></b>	<b><u>FY01</u></b>	<b><u>FY02</u></b>	<b><u>FY03</u></b>
JULY	172	193	184	257
AUGUST	182	257	235	179
SEPTEMBER	195	178	184	224
OCTOBER	153	207	197	296
NOVEMBER	157	232	156	195
DECEMBER	213	170	136	194
JANUARY	146	213	202	235
FEBRUARY	209	197	232	228
MARCH	281	210	246	201
APRIL	212	231	208	232
MAY	267	210	248	220
JUNE	183	178	211	225
<b><u>TOTAL</u></b>	<b><u>2370</u></b>	<b><u>2476</u></b>	<b><u>2439</u></b>	<b><u>2686</u></b>



# TABLE 3

## AUTHENTICATIONS/APOSTILLES BY MONTH/YEAR

	<u>FY00</u>	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>
JULY	1465	1300	1600	1689
AUGUST	1270	1495	1639	1922
SEPTEMBER	1493	1087	1365	1516
OCTOBER	1240	1583	1505	1780
NOVEMBER	1173	1607	1354	1523
DECEMBER	1063	1183	1134	1636
JANUARY	1294	1234	1478	1902
FEBRUARY	1352	1191	1567	1911
MARCH	1540	1780	1923	2191
APRIL	1307	1799	1928	1886
MAY	1291	1571	1817	1838
JUNE	1644	1442	1563	1968
<u>TOTAL</u>	<u>16132</u>	<u>17272</u>	<u>18873</u>	<u>21762</u>

